

Harrison Town Court
Frequently Asked Questions
Vehicle and Traffic & Parking
(updated 5/17/12)

I was recently issued a traffic citation(s). What do I do now and when is my court date?

1. First you must determine if your ticket(s) is criminal in nature. As a general rule, this can be determined by the way the ticket is written.
 1. First, locate the plea response date on the ticket. This date is typically located at the bottom of the summons. (See yellow highlighting in sample document on page 2). If an X or dot is placed in the box indicating "Respond by mail or in-person on," then you may enter a guilty or not guilty plea by mail and an APPEARANCE IS NOT REQUIRED on the date printed on the ticket. (See below for instructions on how to proceed)
 2. If your ticket has an X or dot placed next to "Must appear in person on," this is a criminal violation and you MUST appear in the Harrison Town Court at that date and time unless you receive written correspondence from the court telling you otherwise.
 3. **IMPORTANT:** If you were issued more than one ticket in one stop/road check, and any ONE of these violations requires an appearance due to its criminal nature, ALL tickets that were issued will be adjudicated in person before a judge either on the date printed on the ticket or at a date that the court sets and advised you of in writing by mail.

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SAMPLE TICKETS

New York State - Department of Motor Vehicles
UNIFORM TRAFFIC TICKET

HP
To be completed by police Officer and given to Motorist

POLICE AGENCY
HARRISON POLICE DEPARTMENT
Local Police Code 8054

Last Name (Defendant) _____ First Name _____ M.I. _____
Apt. No. _____
City _____ State _____ Zip Code _____
Owner Oper. ☐ **D** ☐ **GR**
LIC State _____ Date of Birth _____ Veh. Type _____ Reg. State _____
Plate Number _____

THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS

Time 8:00 PM Date of Offense 05/08/2012 IN VIOLATION OF NYS V AND T LAW
Section Sub Section 1180D Tr Inf Misd Felony ☒ ☐ ☐ MPH 48 30
Description of Violation SPEED IN ZONE
US DOT# _____
CDL Veh ☐ Bus ☐ Haz Mat ☐
Plate of Offense _____ Hwy No. _____ LRP Code _____
City Name HARRISON, TOWN OF - 6054 County WESTCHESTER Hwy Type 4
AFFIRMED UNDER PENALTY OF PERJURY
Officer's Signature _____ Date Arrested 05/08/2012 Off Assign _____
Officer's Name _____ First Name _____ M.I. _____
Radar Officer's Signature _____
Radar Officer's Name _____ First Name _____ M.I. _____

THIS MATTER IS SCHEDULED TO BE HANDLED ON THE APPEARANCE DATE BELOW

HARRISON TOWN COURT
Address 1 HEINEMAN PLACE
City HARRISON State NY Zip 10528
RETURN BY MAIL BEFORE OR IN PERSON ON: 05/22/2012 9:00 AM
MUST APPEAR IN PERSON

A PLEA OF GUILTY TO THIS CHARGE IS EQUIVALENT TO A CONVICTION AFTER TRIAL. IF YOU ARE CONVICTED, NOT ONLY WILL YOU BE LIABLE TO A PENALTY, BUT IN ADDITION YOUR LICENSE TO DRIVE A MOTOR VEHICLE OR MOTORCYCLE, AND YOUR CERTIFICATE OF REGISTRATION, IF ANY, ARE SUBJECT TO SUSPENSION AND REVOCATION AS PRESCRIBED BY LAW.

Conviction may subject you to a mandatory surcharge and/or Driver Responsibility Assessment as prescribed by law.

Your failure to respond may result in a warrant for your arrest or suspension of your driver's license and/or a default judgement against you.

TO PLEAD BY MAIL (NOT TO BE USED FOR MISDEMEANORS OR FELONIES)

- If you are pleading "GUILTY" by mail, place an "X" through SECTION B, then complete and sign SECTION A.
- If you are pleading "NOT GUILTY" by mail, place an "X" through SECTION A, then complete and sign SECTION B.
- Mail this form to the Court noted on this ticket by Registered, Certified, or First Class Mail, with Return Receipt Requested.
- DO NOT use this form for Misdemeanors or Felonies or for a third or subsequent speeding violation in an 18 month period; instead you must appear in the Court noted on this ticket in person.
- If the Court denies your plea, you will be notified by mail to appear in the Court noted on the front of this ticket.

SECTION A - PLEA OF GUILTY

To the Court listed on the other side of this ticket:
I, _____, reading at _____, have been charged with the violation as specified on the other side of this ticket. I acknowledge receipt of the warning printed in bold type on the other side of this ticket, and I waive arraignment in open court and the aid of an Attorney. I plead GUILTY to the offense as charged and request that this charge be disposed of and a fine or penalty fixed by the court.

Additionally, I make the following statement of explanation (optional):

All statements are made under penalty of perjury:

Date: _____ Signed: _____

SECTION B - PLEA OF NOT GUILTY

The following notice applies to you if the officer did not issue you a supporting deposition with your ticket.

NOTICE: YOU ARE ENTITLED TO RECEIVE A SUPPORTING DEPOSITION FURTHER EXPLAINING THE CHARGES PROVIDED YOU REQUEST SUCH SUPPORTING DEPOSITION WITHIN THIRTY (30) DAYS FROM THE DATE YOU ARE DIRECTED TO RESPOND TO THE COURT NOTED ON THE OTHER SIDE OF THIS APPEARANCE TICKET. DO YOU REQUEST A SUPPORTING DEPOSITION?

SUPPORTING DEPOSITION PROVIDED WHEN THIS TICKET WAS ISSUED? NO ☐ YES ☐ SPEEDING (Gen 101) ☒ GENERAL (Gen 101A) ☐

Signature _____
Address _____
City _____ State _____ Zip Code _____

NOTE: Mail this NOT GUILTY Plea within 48 hours. The court will notify you by First Class Mail of your appearance date.

APPLICANTS UNDER 18 YEARS OF AGE MUST SUBMIT NAME AND ADDRESS OF PARENT OR GUARDIAN BELOW.

Name of Parent or Guardian _____
Address _____
City _____ State _____ Zip Code _____

FAILURE TO ANSWER THIS TICKET WILL RESULT IN THE SUSPENSION OF YOUR LICENSE AND A DEFAULT JUDGEMENT AGAINST YOU.

UTD-1 7 (4/02)

New York State - Department of Motor Vehicles
UNIFORM TRAFFIC TICKET

BD
LAST NAME _____ FIRST NAME _____ M.I. _____
LOCAL POLICE CODE _____
NUMBER & STREET ADDRESS _____ APT. NO. _____
CITY _____ STATE _____ ZIP CODE _____
LIC CLASSID TYPE _____
LIC NUMBER _____ SEX _____ DATE OF BIRTH (MMDDYY) _____
STATE _____ LICENSE EXPIRES (MMDDYY) _____ VEH. TYPE _____ VEH. YR. _____ VEH. MAKE _____ VEH. COLOR _____
PLATE # _____ REG. STATE _____ REGISTRATION EXPIRES (MMDDYY) _____
THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS
TIME (24hour HHMM) _____ DATE OF OFFENSE (MMDDYY) _____
IN VIOLATION OF: (SECTION AND SUBDIVISION) _____
DESCRIPTION / NARRATIVE _____
PLACE OF OCCURRENCE _____
IN THE ☐ City ☐ Town ☐ Village
OF: _____ COUNTY OF: _____ PRECINCT: _____
COMPLAINANT SIGN AND PRINT NAME/RANK: Affirmed under penalty of perjury.
RADAR OPERATOR NAME (If any) _____
DATE AFFIRMED _____ ARREST TYPE _____ OFFICER ID # _____ OFFICER'S COMMAND _____
THIS MATTER IS SCHEDULED TO BE HANDLED ON THE APPEARANCE DATE BELOW IN THE: _____
COURT OF: _____ COUNTY OF: _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
RETURN BY MAIL BEFORE, OR IN PERSON ON: 5/22/12 at 9:00 AM
MUST APPEAR IN PERSON ON: _____
A plea of guilty to this charge is equivalent to a conviction after trial. If you are convicted, not only will you be liable to a penalty, but in addition your license to drive a motor vehicle, or motorcycle, and your certificate of registration, if any, are subject to suspension and revocation as prescribed by law.
Conviction may subject you to a mandatory surcharge and/or Driver Responsibility Assessment as prescribed by law. Failure to respond may result in a warrant for your arrest, suspension of your driver license and/or a default judgement against you.
MOTORIST COPY-TSLED
BD UT-50.4 (4/10)

To Enter a Guilty Plea

- If you wish to plead guilty to a non-criminal moving violation, first locate the plea response date on the ticket. This date is typically located at the bottom of the summons (see sample document on page 1). Your guilty plea must be received by the Court on or before this date.
- Complete section A on the ticket ("Plea of Guilty"), place an X through section B, and mail the ticket to the Court. Upon receipt, a Judge will assign a fine for the violation(s) and the Court will mail a fining notice back to you with a future pay-date.

Forms of Payment

- Payment can be made either in person during business hours, by mail, or by fax transmission. Acceptable forms of in-person payment are cash in the exact amount (the Court does NOT make change), credit card (Visa, MasterCard and Discover Card --- NO American Express) provided that the cardholder is present at the time of payment, and certified check or money order. The court does NOT accept personal or business checks for payment of ANY moving violations.
- Alternatively, payment can be made via mail by enclosing a certified check or money order with your fining notice, or by completing the credit card payment section of the fining notice and mailing it back to the Court or faxing it to the Court Clerk's office. Our fax number is 914-835-1262

To Enter a Not Guilty Plea

- If you wish to plead Not Guilty to a non-criminal moving violation, you may do so by completing section B on the ticket ("Plea of Not Guilty"), placing an X through section A, and mailing the ticket to the Court. The Court will then process your not guilty plea and mail you an Appearance/Pre-Trial conference date.
- IMPORTANT: It may take several weeks to a number of months before you receive written correspondence from the court. It is YOUR RESPONSIBILITY to notify the court in writing of a change of address.
- IMPORTANT: If you mail or return your ticket to the court prior to the response date printed on the ticket, please DO NOT appear at the court on the date indicated on the ticket. This is not your court date. Your court date will be mailed to you by the Court Clerk's office.

What is a Supporting Deposition?

- A Supporting Deposition is a legal document composed by the police officer who issued you the moving violation. Supporting Depositions provide you with additional information regarding the basis for the ticket.
- **IMPORTANT:** Many tickets that are computer printed (NOT HAND WRITTEN) provide Supporting Depositions automatically at the time the ticket is issued and are attached to the ticket itself. *DO NOT request a supporting deposition if one was already provided to you.* A sample supporting deposition is provided below:

SUPPORTING DEPOSITION / CPL 710.30 NOTICE TO
SUPPORT SIMPLIFIED TRAFFIC INFORMATION
LOCAL CRIMINAL COURT

COUNTY OF WESTCHESTER

STATE OF NEW YORK
THE PEOPLE OF THE STATE OF NEW YORK
VS

UTT NUMBER: 7

Officer, [redacted] of the New York State Police
a Police Officer and the Complainant alleges that the Defendant committed a violation of
1. (Law/Section/Subsection) VTL1180 - 90 909
2. Description of Violation SPEED IN ZONE
3. Date 02/15/2008 Time 11:02:00 A C/T/V of TOWN OF HARRISON
4. Vehicle Year: 1 Make: [redacted] Color WH License Plate No. [redacted] State NY
5. General Direction of Travel by Defendant SOUTH
6. Highway (Type/Name) 1 / I684
7. Defendant's Speed 83 MPH in a 65 MPH Zone
8. Charge based on Officer's Direct observation
9. Speed Verified by LASER Model LTI - ULTRALYTE
10. Additional Information

TO THE ABOVE NAMED DEFENDANT:

PLEASE TAKE NOTICE THAT PURSUANT TO SECTION 710.30(1)(A) OF THE CRIMINAL PROCEDURE LAW, THE
PEOPLE INTEND TO OFFER AT A TRIAL OF THE ABOVE ENTITLED ACTION EVIDENCE OF A STATEMENT MADE BY
YOU ON 02/15/2008 AT 11:02:00 A AT [redacted] To Officer Name: [redacted] a public servant

IN WHICH YOU SUBSTANTIALLY STATED AS FOLLOWS:

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A
MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE
STATE OF NEW YORK

Affirmed Under Penalty of Perjury
[redacted]

How many points will I receive if I plead guilty to or am convicted of my moving violation? What if I do not have a license in the State of New York?

- The New York State Department of Motor Vehicles administers the Driver Violation Point System. The DMV website lists common violations and their associated points: <http://www.dmv.ny.gov/license.htm#points>
- If you are a non-New York driver, you must contact your home state's DMV/Licensing authority or your insurance company to inquire about how points assigned to your driving privileges in New York State will impact your license. Even though you may not have a New York license, you do still have driving privileges in the State of New York and points will be added to your privileges in New York just as if you were a New York licensee.

I just received my Appearance/Pre-Trial Conference letter from the Court and I cannot appear at the scheduled time. Can I change the date?

- If, upon receipt of your Appearance/Pre-Trial Conference notice, you determine that you ABSOLUTELY CANNOT APPEAR on the date set by the Court, you are entitled to one adjournment and one adjournment only.
- If you wish to exercise your right to this adjournment, please fax your Appearance/Pre-Trial Conference notice--along with a written explanation of why you are requesting the adjournment--at least a week before your scheduled Appearance date. The Court will then mail you another Appearance date and THIS NEXT DATE WILL BE FINAL. Only ONE complimentary adjournment will be considered before you may be required to appear before a judge to schedule a new appearance date.

Can I pay my tickets online?

- The Harrison Town Court is only equipped to accept parking ticket payments online at this time. Parking tickets are defined as citations that are left on your car as opposed to being handed to you by a police officer.
- To pay your parking ticket online, please go to www.parkingticketpayment.com/harrison and have your ticket number and the license plate of the vehicle on which the ticket was issued.
 - Note: If your ticket begins with a D, enter the D followed by enough zeros to make the total length equal to 10. For example if your ticket number is D123456 enter it above as D000123456.